

To: Mitguard, Matt[Mitguard.Matt@EPA.GOV]; Schaefer, Joe[Schaefer.Joe@epa.gov]
From: Bryant, Melissa
Sent: Wed 7/27/2016 1:30:10 AM
Subject: Re: SCRIBE TRAINING - PRELIMINARY HEAD COUNT as of 7/26

Matt,

Below is some additional information and instructions on what to install and print prior to the training. Please forward this to those who will be attending the Scribe Training:

If anyone has any questions or requires any additional information, please don't hesitate to contact us at 800-999-6990.

PRE-TRAINING PREPARATION:

*Participants should complete the following:

* Please download and install the latest version of Scribe from the WebSite below:

<http://www.ertsupport.org/>

* Please download and extract Scribe Student Files from the link below: (make note of where you extract the files)

<http://www.epaosc.org/sites/scribegis/files/scribe%20student%20files.zip>

* Print the Exercises **1-4**, **6** and **10** of Scribe Training Guide which is included with the student files (v 3.9. Scribe Training Guide.pdf).

Thanks and see you soon,

Melissa Bryant

General Dynamics Information Technology

US EPA - ERT Support Contractor

800-999-6990

From: Mitguard, Matt

Sent: Tuesday, July 26, 2016 3:07 PM

To: Schaefer, Joe

Cc: Bryant, Melissa

Subject: RE: SCRIBE TRAINING - PRELIMINARY HEAD COUNT as of 7/26

Hi Joe – There are 17 people signed up. I am not sure if the all have laptops. I will check. I also wanted to let you know that a number of the DTSC people are coming with the intention to move a high profile lead site into the scribe universe. Should I be concerned about that priority impacting the training module at the expense of the others. Weston and 2 people from DTSC are working on a big project with me so they will have site specific questions also. I am just not sure how you will handle the competing project priorities. You may wish to have a break out session or something. Any thoughts? MM

Date: 8/9/16 All day

Location: EPA Regional Lab – Richmond CA

EPA Site Assessment: Kim Hoang, Sharon Murray (2)

DTSC: Luc Sou, Bill Ferguson, Roger Cleaves, Tamara Zeilinski,
Matthew Jones, Jim Gabler, Kham Xiong, Rick Fears, Bridgette McFarland, Jenny Aiecoli,
Pauline Baparseh (11)

Weston: Brian Reilly, Ian Bruce (2)

EPA Lab: Junn Masongsong (ICF)

EPA QAO: Joe Eidelberg

From: Schaefer, Joe
Sent: Tuesday, July 26, 2016 11:46 AM
To: Mitguard, Matt <Mitguard.Matt@EPA.GOV>
Cc: Bryant, Melissa <Bryant.Melissa@epa.gov>
Subject: RE: SCRIBE TRAINING - PRELIMINARY HEAD COUNT #1

Matt,

Just wanted to check on a couple of logistics things.

- 1) Are we still looking at a head count of up to 15 people?
- 2) Will everyone be bringing their own laptops? Or did you need training machines?

Looking forward to the trip.

Thanks,

Joe Schaefer
Environmental Response Team
US EPA
(c)609-865-8111

From: Mitguard, Matt

Sent: Tuesday, July 12, 2016 2:45 PM

To: Schaefer, Joe <Schaefer.Joe@epa.gov>; Fears, Rick@DTSC <Rick.Fears@dtsc.ca.gov>; Bauer, Richard <Bauer.Richard@epa.gov>; McNaughton, Eugenia <McNaughton.Eugenia@epa.gov>

Cc: Hoang, Kim <Hoang.Kim@epa.gov>; Clements, Mindy <clements.mindy@epa.gov>; Brian P. Reilly <brian.reilly@westonsolutions.com>; McMindes, Dan <McMindes.Dan@epa.gov>

Subject: SCRIBE TRAINING - PRELIMINARY HEAD COUNT #1

All;

This is preliminary, but it appears that we may have 10 to 15 people. Rich has arranged for a room at the Lab. More information on Scribe is located at <https://www.epa.gov/ert/environmental-response-team-information-management>

While this will be a training, specific applications and questions pertaining to the NE 710, Exide, and Orange County work (any others?) should be brought up with respect to sample management and special interpretations.

MM

Date: 8/9/16 All day

Location: EPA Regional Lab – Richmond CA

EPA Site Assessment: Mitguard, Hoang

DTSC: Luc Sou, Bill Ferguson, Roger Cleaves, Tamara Zeilinski, Matthew Jones, Jim Gabler, Kham Xiong, Rick Fears

Weston: Brian Reilly, Ian Bruce

EPA Lab: Junn Masongsong (ICF)

EPA QAO:

OCWD: